TITLE: Registered Nurse - (Exempt)

Collective Bargaining - Ineligible - Confidential

Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee’s membership in an employee organization incompatible with the employee’s duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary’s College as defined by the Board of Trustees of St. Mary’s College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Registered Nurse provides direct healthcare for the students of St. Mary’s College of Maryland in the Wellness Center along with the Assistant Director of the Wellness Center, Health. This position shares responsibility for working with a student group that supports health promotion and education outreach, programming, and events. This position reports to the Assistant Director of the Wellness Center, Health.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Responsible for providing care and health education to students as a Registered Nurse in accordance with the Maryland Nurse Practice Act.
- Facilitates appropriate care for students whether on campus or referrals to off-campus providers.
- Maintains electronic and paper health care records and updates as needed.
- Provides screening, education, brief intervention, and/or referral for drug and alcohol reported usage as appropriate.
- Keeps licensure and certifications current.
- Works with campus partners to provide health education and supports public health activities.
- Keeps an inventory of supplies and equipment, and provides information for the annual inventory due to the SMCM Business Office.
• Provides limited health care services and triage independently during student walk-in hours.

• Provides COVID-19 testing for all symptomatic campus members.

MINIMUM QUALIFICATIONS:

• Education: Must hold a current license in the State of Maryland as a registered nurse.

• Experience: Three years’ experience working as a registered nurse is required. Experience working with multicultural college-aged students is a plus.

• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.